



# MEMORANDUM

City Recorder's Office

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**TO:** Mayor Jackola and City Council  
**FROM:** Julie Fisher, City Recorder  
**ITEM TITLE:** Department Report

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## **CURRENT REPORT: November 2024**

- Compiled and Prepared the City Council Agenda, Packet, and Minutes for November 6, 2024 City Council meeting.
- Continued updates and Press Release for drawdown of Green Peter Reservoir and water quality
- Maintained and sent out the Preliminary Agenda Table
- Resolutions: (2) City Services Fee and Low Income Utility Rate Relief Program
- Ordinances: (4) City Services Fee, Code Updates and 2 Annexations
- Press Releases (Listserv@civicplus): (9) Suspicious circumstance, notices of construction, cultural passes, water service line materials, drinking water quality, drawdown halted.
- Public Meeting Notices (Listserv@civicplus): (3) City Council, Park and Tree Committee, and Planning Commission
- Documents added to ORMS: 172
- Public Records Request: (3)
- Records Destruction Certification: (23) Police Department
- Liquor Licenses Processed: (0)
- Contact Us Submissions: (2) Aggressive Dogs
- Social media: (September 15 - October 14) Facebook followers = 4,465, new followers = 20, post reached = 3,624
- City Website: 10,825 Total Users (visited the website) with 27,807 Views from October 15 – November 14. Top Four Webpages Visited: Home Page, Utility Payments, Library, Search
- Maintained the City boards/committee database, tracked terms, and archived minutes.
- Tracked all City agreements/contracts and sent out reminders about ones that are expiring.
- Tracked and archived deeds, easements, and rights of way
- Elections: Election Results are expected to be certified during the December Council meeting.